

Memorandum

To: Chairman and Commissioners

Date: October 15, 1998

From: Robert I. Remen

File No: A-15
BOOK ITEM 4.10
INFORMATION

Ref: STATUS REPORT ON AIRSPACE ADVISORY COMMITTEE REFORMS

ISSUE:

The Committee and Caltrans have been working to streamline Committee procedures and the interaction between the Committee and the Department. A recent example of this effort is the adoption of standard lease terms and conditions, for more routine leases, at the Committee's July meeting.

Caltrans has expressed an interest in continuing these efforts. Toward that end, Commission and Caltrans staff met with Commission Chairman Wolf and Commissioners Kozberg and Berglund to discuss the streamlining concept. The Commissioners were very complimentary of the Committee's past efforts and expressed a desire to focus the Committee's efforts on policy issues and larger transactions, such as Harrison Street.

DISCUSSION:

At the Commission meeting, Caltrans asked that they be allowed to bring airspace leases with lease rates below \$5,000 per month directly to the Commission for approval without first having to seek AAC approval for direct negotiations and then return a second time for AAC review of lease terms and conditions. The Commissioners felt that this was a relatively straight forward request, impacting only six or seven leases a year, and should be relatively easy to implement. However, they indicated the AAC and Caltrans should develop a policy framework that would trigger a review by the Committee for leases exhibiting certain attributes, despite being under the \$5,000 per month level.

Caltrans also suggested that the reporting process, which has evolved over a period of years, could also be advantageously streamlined. Chairman Wolf suggested that the Department create an integrated package of reports similar to the recently reformed financial quarterly reports to the Commission. This effort would require Caltrans to work with the AAC to develop a reporting process that is less burdensome on the Department, and that provides the AAC with perhaps better information to help the Committee continue to provide the Commission and the Department with the prudent advice for which it is known.

At the Committee's October 19 meeting, Caltrans will be proposing various reforms for the Committee's consideration. Staff will report to the Commission on the Committee's recommendations on the reform process as soon as they are finalized.

In addition, starting with its October 19 meeting, the Committee will be acting consistent with the open meeting law. That law will also require noticing Committee meetings and allowing public attendance/participation.

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